Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040038-6

Security Information

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NEADRANDUM FUR: Deputy Director (Plans)

Deputy Director (Intelligence)

Cable Secretary

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SUBJECT: Dissemination of Intelligence Information

Region to the State of

REFERENCE: Seem to DOCI, DD/P, DI/I, Cable Secretary, from Bul, dated 7 July 1953; Subject as above.

1. In order that the directive, which charges the Caple Secretary with the responsibility of furnishing on /i with all intelligence items contained in the caples, may be implemented, it is necessary that the Cable Secretary establish a fairly elaborate cystem for processing such caples. The minute details of intra-message tenter handling are of concern only to the wable recretary; however, it is believed that the offices of DCI, DC/2, and DC/I should be informed of the general procedures which are involved. As a company of the contract of

- 2. It is understood that this processing need be accorded only to incoming cables.
- 3. The processing that bessage Center must accord such cables prior to mailing is as tolious:
  - -a. Distribution Analysts will determine the distribution which a given cable requires.
  - b. If the cable is determined to be an intelligence cable and does not contain sensitive operational information, 60/1, 60/01, and FI/Rus will be included in the initial distribution of the cable.
  - c. If the cable contains intelligence, but also contains sensitive operational information, the histribution Analyst will cause to be lactured in the information distribution line of the cable the phrase "(SUSPERME AN/I)", and will attach to the cable a "suspense sheet" (copy attached). This socrete sheet, which a identifies the action addresses and the Li nother of the cable, is to be returned to describe wenter within 6 working hours after receipt by the action accreaces, indicating the action taken.
  - d. The hardroom, in reproducing the cable, will run an extra copy which will be retained in resease Conter in a suspense file. when mading the caule, the mailroom will date-time stamp both the

suspense sheet

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suspense sheet and the suspense copy of the cable. The suspense sheet will be attached to the action copy of the cable and forwarded to the action addressee. The suspense copy of the cable will be placed in a temporary chronological suspense file in Ressage Center.

- 4. The action addresses will be responsible for taking one or more of the following actions on the cable and returning the suspense sheet, together with a copy of the dissemination (if any), to message Center. (All disseminations will be released by Man/AC, according to established practice.) The action addresses may:
  - a. Authorize Message Center to make additional distribution of the cable to DD/I, AD/CI and FI/AQA.
  - b. Prepare a Preliminary Dissemination. Hessage Center will include DD/I in the confirmation distribution made of the PD.
  - c. Prepare a Teletype Dissemination to OCI only. Message Center will include DD/I in the confirmation distribution made of the Teletype Dissemination.
    - d. Prepare a memorandum Dissemination to DD/I and OCI.
    - e. Decline to make any dissemination to DD/I.
- 5. When the suspense sheet is returned to message Center, hessage Center will withdraw its suspense copy of the cable from suspense file and will take action as indicated by the suspense sheet:
  - a. If additional distribution is authorized, Hessage Center will accept the suspense sheet as such authorization and will make the additional distribution.
  - b. If a Preliminary Dissemination or Teletype Dissemination to GGI only is forwarded with the suspense sheet, hessage Center will forward the dissemination to Signal Center for transmission, and will make confirmation distribution of the dissemination. This confirmation distribution will include DD/1.
  - c. If a Memorandum Dissemination to DD/I and CCI is forwarded, Message Center will forward the memorandum dissemination to DD/I and CcI along with the next delivery of cables made to those offices.
  - d. If the action addressee declines to make any dissemination to DD/I, ressage Center will withdraw its suspense copy of the cable from suspense file and will forward the cable together with the suspense sheet to the Cable Secretary. The Cable Secretary will review the cable. If he determines that the Distribution Analyst

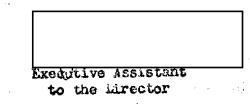
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was incorrect in placing the cable in suspense for DD/I, the Cable Secretary will call the incorrectly suspended cable to the attention of the Distribution Analyst concerned (as a training measure), and will take no further action. If, in the opinion of the Cable Secretary, the Distribution Analyst was correct in placing the cable in suspense for DD/I, the Cable Secretary will forward the suspense sheet together with the suspense copy of the cable to the DCI for such action as the DCI may consider appropriate.

- 6. At or about 1030 hours each work day, Monday through Friday, Message Center will check its cable suspense file to determine if any cables remain in suspense which were forwarded to action addressess the preceding work day. If any remain in suspense, Message Center will call the appropriate action addressess and request that the suspense sheet be returned to message Center without delay. If any cables remain in suspense at 1030 hours on the second work day following the day on which they were forwarded to the action addressess, the suspense copy of the cable will be forwarded to DCI for such action as he considers appropriate.
- 7. In his post-screening of cables, the Cable Secretary will maintain a continuing check to assure that the Distribution Analysts are adequately discharging their responsibility for placing cables in suspense for DD/I. If in this post-screening the Cable Secretary notes a cable which he feels should have been placed in suspense for DD/I, he will have a suspense sheet prepared and forwarded to the action addresses who has already received distribution of the cable.
- 8. The date on which this procedure becomes effective has been advanced to 20 July 1953 from 13 July, as stated in the reference.



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